



Civil Air Patrol

Illinois Wing Staff Meeting Notes

15 July 2006
Wing Staff Meeting

Note: The chronology of some discussion items has been modified to improve continuity.

Chief of Staff

IL Wing Administrator

Lt. Col. Oeth began the meeting by introducing our new Wing Administrator, Ms. Debora “Debbie” Schulteis. Debbie is a full-time employee of National Headquarters assigned to the Illinois Wing Headquarters. Her responsibilities include office management, staff assistance and finance. Debbie has an extensive background as an executive assistant, accounting and office management. On most days she will man the Headquarters office from 8:00 am to 5:00 pm, but her duties require that she makes regular trips to the post office, bank and to obtain supplies. She is not a secretary and staffers are expected to make their own copies, complete forms, etc.

Debbie has just moved to Illinois from Richfield, WI, which is well known as the home of the Daniel Boone Conservation League. For the time being she has no reference as to what constitutes “down-state” so when referring to Illinois cities or units be sure to be specific. She faces a steep learning curve to get up to speed on CAP, USAF, IDOT, and government functions. Staffers and members are asked to help her out whenever possible. Besides the main Headquarters office phone number, you can email Debbie at <mailto:wa@ilwg.cap.gov>.

IL Wing Computer Network Server

Lt. Col. Oeth announced that the Wing Headquarters now has a network server on line. The system still requires the loading of software and final configuration before it is available for use. All Headquarters computers will be linked to the network. In short order, staff members and field units can connect to the network via the Internet to upload/download forms, correspondence, etc. The platform will not support individual websites. Stay tuned for additional information.

IL Wing Staff Assistance Visit

The Great Lakes Liaison Region (GLLR) SAV is scheduled for 8-10 September 2006. Wing Staff directors can download the [CAP Wing Inspection Guide](#) and obtain a list for their section.

Written answers for all inspection items for each directorate should be prepared well in advance, put into a binder and handed to the SAV inspector along with appropriate collateral material.

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All Wing Staff directors **must** contact Wing Administrative Officer, Lt. Col. Al Barboro immediately to review required file plans. He must have an overall file plan prepared covering all directorates. Lt. Col. Barboro will be on vacation during the SAV and has to complete the plan before he leaves. Please get a hold of him right away at <mailto:da@ilwg.cap.gov>. For additional guidance, refer to CAPR 10-2.

Maj. Ken Mysliwiec, Wing Director of Personnel, is preparing the Headquarters staff organization chart to complete an important inspection item. Staff members must make sure that their personnel files are up-to-date. If you have any questions, contact him at <mailto:dp@ilwg.cap.gov>.

IL Wing DO, Capt. Danny Degott, will be inspecting all wing aircraft prior to the SAV. The OPS staff will have standardized binders in each aircraft containing accounting paperwork, copies of pertinent regulations, safety information, etc. New checklists for each aircraft are under development. An early draft was returned requiring some revisions to normal operating procedures and the inclusion of emergency checklist items. Once approved by the IL Wing SD, copies will be distributed to each aircraft. In the meantime, pilots should refer to the checklist in the Pilot's Operating Handbook. The IL Wing Aircraft Maintenance Officer is working to insure that all log books and aircraft paperwork are current.

CAP-USAF State Director

The IL Wing SD, Mr. Geoff Biedermann noted that for the next several weeks his presence in the office will be curtailed by commitments to the summer encampment, TDY assignments and unit visits. As usual, he can be reached at his cellular phone number.

Logistics

GLLR Survey Audit

The Wing just completed a LG Survey Audit from GLLR on Friday. IL Wing CS stated that it was a "valuable learning experience" for him. Some deficiencies need to be corrected prior to the SAV in September. If the LG contacts commanders or staffers for updated information, signatures, etc., please respond in a timely manner. The IL Wing SD was going to conduct a detailed out-brief of the Audit with the LG and command section following the staff meeting.

The IL Wing CS made a trip to the Defense Reutilization and Marketing Office (DRMO) at Great Lakes Naval Training Center (GLNTC) returning four pallets of unused items so that they could be removed from the Wing's inventory.

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If equipment is moved between offices at Wing Headquarters, the LG must be notified. During the recent audit survey a lot of time was wasted trying to hunt down equipment that was not where it was supposed to be.

Aircraft Maintenance

IL Wing AC Maintenance Officer, Lt. Col. (select) Bob Baron, saved CAP from some costly repairs. One FBO stated that a wing Cessna needed four new cylinders. The aircraft was inspected due to fouled spark plugs. The aircraft was deemed flyable and Lt. Col. Baron had it sent to a regular Wing maintenance facility for a second opinion. After the engine was “scoped” it was determined that the spark plugs were worn and needed replacement. The aircraft will soon be returned to service.

One of the wing’s gliders is grounded while a search goes on for a new wing. National Headquarters will provide funds for the repairs.

Communications

Lt. Col. Jim Weiland, IL Wing DC, announced that National Headquarters has purchased 400 new repeaters to be distributed among the 52 CAP Wings. The repeaters support narrow-band radio operations. The conversion to narrow-band will render aircraft APRS systems inoperable. The wing is trying to determine if a waiver might be granted so that APRS tracking can continue.

CAP radios will be installed in the two new corporate vans during the Cadet Summer Encampment.

Paperwork for three ROA classes has been processed.

Lt. Col. Weiland reminded everyone that the required Operations Security (OPSEC) course is available on line at <https://tests.cap.af.mil/opsec>. Completion of this training course is mandatory for all IL Wing senior members. There is no test involved, but individual personnel records will reflect when the training has been completed. Effective 1 October 2006, this course will become a part of the Level I syllabus.

A new CAPR 100-3 will be presented to the National Board for ratification in August. Lt. Col. Weiland has reviewed a draft and did not identify any problem areas.

Safety

Recently appointed IL Wing SE, Capt. John Brendel, reviewed the CAP Safety Pledge.

He then conducted a Wing safety briefing highlighting items from the current issue of the [*Sentinel*](#) focusing on breaking the “accident chain”, halting borderline activities before it is too late, fatigue issues, and stroke awareness.

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A new IL Wing CAPR 62-2 supplement is underdevelopment and will be finished in time for September's SAV.

The National Headquarters website offers a worthwhile [ORM Course](#) that all members are encouraged to complete.

Capt. Brendel reminded everyone about the [CAPSAFE](#) program where safety ideas are solicited from the field.

Administration

Lt. Col. Al Barboro, IL Wing DA, announced that a complete set of IL Wing regulation supplements will be ready for distribution in the very near future.

IL Wing DA is responsible for managing the tracking and distribution of keys to the Wing Headquarters. He has compiled a current list of key holders.

National Headquarters will no longer issue hard copy of CAP regulations. The official source of regulations is the National website. Regulations may be downloaded or printed as needed.

Operations

IL Wing pilots are strongly urged to update their records in the Member Information Management System (MIMS).

IL Wing DO, Capt. Danny Degott, announced that additional funding has been made available for Glass Cockpit Cessna 182 training.

Presently, approximately \$1,500 remains in the Wing's ES training budget for FY 06. Capt. Degott has requested an additional \$5,000 from GLR and is fairly confident that the Wing will receive the funding.

OPS is updating the IL Wing Form 451, IL Wing Aircraft Maintenance, that requests addition information from pilots regarding the purpose of C8 and C9 missions.

Group 2 Commander, Maj. Joe Kouba, informed the meeting that the IEMA [Illinois Emergency Management Conference](#) is scheduled for 5-7 September 2006. Registration information is available at the IEMA website.

Personnel

The IL Wing Administrator will log in and distribute CAPF 27's, Change of Command, Unit Address, etc.

Cadet Programs

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National Cadet Competition

Cadet Competition escorts, Lt. Col. Connie Kelly, Major Ray Paulin and Capt. John Brendel briefed the staff on the results of the National Cadet Competition. IL Wing drill and color guard teams represented Great Lakes Region in the competition. Final results had the IL Wing color guard finishing in 6th place and the drill team in 3rd. Only several points separated 1st and 3rd place in the drill team competition. IL Wing Commander, Col. Maurice Givens, congratulated all of the cadets, escorts and parents who participated in this year's events.

Lt. Col. Kelly announced that the 2007 IL drill team is looking for a new place to practice. The major problem is finding a venue that will support volleyball training. Anyone who knows of a possible location is encouraged to contact Lt. Col. Kelly.

Professional Development

Group 22 is hosting an SLS and CLC at Great Lakes Naval Training Center on 12-13 August 2006. Points of contact for additional information are: SLS [Capt. Tom Cardwell](#) and CLC [Capt. Paul Hanna](#). IL Wing CC mentioned a Wing policy letter regarding specific content that must be addressed in the Logistics and Communications course syllabi.

Wing Commander

Col. Maurice Givens reminded the Wing Staff that the Headquarters exists to support field units and members. The Wing is obligated to serve all units. He directed that Wing Staff respond quickly to inquiries from groups and squadrons and to process paperwork in a timely manner.

Col. Givens has come across a charter that officially recognizes the Illinois Wing as an official USAF Auxiliary. The 50th anniversary of this charter takes place in 2007. While the [2006 IL Wing Conference](#) celebrates the 65th anniversary of CAP's founding, Col. Givens has appointed IL Wing PA, Col. Joe King, to head a committee to plan events throughout the Wing to celebrate our 50th anniversary as a USAF Auxiliary in 2007. A plan of events will be presented to Col. Givens within the next several weeks. Members who have event ideas, or would like to help out should contact [Col. King](#).

Notes

The next Wing Staff meeting will be held on Saturday 19 August 2006 at the Wing Headquarters from 1000 to 1130 CDT. The Wing calendar will be corrected to reflect this date.

Be sure to visit and contribute to the [IL Wing News Blog](#).